

# USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
New Hampshire	NH	2026	Amendment 1

**FORM STATUS:** Approved on 12/04/2025 1:38 PM EST

## KEY PROGRAM STAFF

Provide one contact person for the State E&T Program.

Name	E-mail
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## AMENDMENT LOG

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a change. For a complete list of situations requiring an Amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment change throughout the plan. To expedite the review process for amendment changes, please describe sections where text has been added or changed.

Amendment Number	Brief description of changes or purpose for Amendment (If Amendment includes budget changes, include in description)	List specific sections of Plan changed	Date Submitted to FNS	Date Approved by FNS
1	Removed references to CCSNH as a SNAP E&T third-party provider, removed references to the state operating third-party providers, removed Career/Technical Education (EPC) as an authorized component, removed the CCSNH	<ul style="list-style-type: none"> <li>• Program Changes</li> <li>• Organization Relationships</li> <li>• Screening for Referral to E&amp;T</li> <li>• Referral to E&amp;T</li> <li>• Assessment</li> <li>• Case Management</li> <li>• Provider Determinations</li> <li>• Outcome Reporting Measures</li> <li>• Components</li> <li>• Contracts</li> <li>• Budget &amp; Funding</li> </ul>	12/01/2025	

	contract and reduced the operating budget by the associated \$300,000 as the contract was not renewed for FFY 2026.			
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## ACRONYMS

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State's management information system, and SNAP E&T providers or contractors.

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
BES	Bureau of Employment Supports
BFA	Bureau of Family Assistance
DES	Division of Economic Stability
E&T	Employment and Training
FNS	Food and Nutrition Service
FY	Fiscal Year
GA	General Assistance
ITO	Indian Tribal Organization
NHEP	New Hampshire Employment Program
NHES	New Hampshire Employment Security
OWO	Office of Workforce Opportunity
SNAP	Supplemental Nutrition Assistance Program
SPI	Sector Partnership Initiative
SWIB	State Workforce Innovation Board
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

# SUMMARY OF PROGRAM

Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to:

- Increase the ability of SNAP participants to obtain regular employment
- Meet State or local workforce needs

Vision: Our vision is to support every SNAP E&T participant in improving their economic well-being and achieving lasting financial independence.

Mission: NH SNAP E&T's mission is to provide access to career-focused and participant-centered training, education, and support services that help participants build pathways to employment and financial independence, through strong collaboration with workforce development partners.

The New Hampshire SNAP E&T program is administered by the Bureau of Employment Supports (BES) under the Division of Economic Stability (DES) within the NH Department of Health and Human Stability (DHHS).

The NH SNAP E&T program uses a collaborative coaching model and provides a wide array of workforce development services. Through comprehensive assessments, participants are guided to identify their strengths, interests, and barriers. These assessments are used to develop personalized employment plans with a focus on training programs related to areas of high-wage and/or high-demand employment within the State.

NH SNAP E&T workforce development priorities align with that of the State Workforce Innovation Board (SWIB). The SWIB is comprised of business owners, union representatives, state legislators, statewide agency heads, local elected officials, and representatives from other workforce partners at the State level. Their mission is to promote and advocate for talent development by partnering with businesses, agencies, educational institutions, and organizations to support a unified and innovative workforce development system that meets the needs of business and individual customers.

Is the State's E&T program administered at the State or county level?

- State
- County

Provide the web addresses (URLs) of State E&T policy resources used such as handbooks and State administrative code, if available. Enter a single URL per row.

URL	Resource Type
<a href="#">Link to resource</a>	State Administrative Rules
<a href="#">Link to resource</a>	SNAP Policy Manual

## PROGRAM CHANGES

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

The state has decided not to offer the Career and Technical Education (EPC) component in conjunction with the Community College System of New Hampshire (CCSNH) in FFY 2026. As such, CCSNH will no longer be contracted to provide SNAP E&T services. The SNAP E&T program will instead leverage partnerships with WorkNowNH and WIOA to provide training and education opportunities to eligible participants.

Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

N/A

# CONSULTATION AND COORDINATION WITH THE WORKFORCE DEVELOPMENT SYSTEM

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes Regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

## Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

Did the State agency consult the State workforce development board?

- Yes
- No

Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. Include the names, dates and outcomes of the consultation.

Date	State Workforce Development Board Name	Title(s) of Person Consulted	Outcome of Consultation
08/06/2025	Joseph Doiron	Director of Workforce Development for the Office of Workforce Opportunity	<p>NH SNAP E&amp;T consults with the State Workforce Innovation Board (SWIB) as part of the yearly State Plan process. An overview of the State Plan is traditionally sent to the SWIB Review Committee in July through the NH Office of Workforce Opportunity (OWO). Feedback is requested from the SWIB to better align the E&amp;T program with the greater statewide workforce development system.</p> <p>A draft of the FY 26 State Plan was sent to Joseph Doiron, the Director of Workforce Development for the</p>

		Office of Workforce Opportunity, on 8/6/25 for consideration in the October 2025 meeting of the SWIB. Advanced feedback was also requested but due to complications related to the introduction of DATASET, the draft was provided later than anticipated. Additionally, due to the meeting schedule of the SWIB, feedback is not expected before submitting the FY 26 State Plan. Feedback from the SWIB can be incorporated into the next State Plan and/or added to the current plan via the amendment process.
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## Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

N/A

Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

Whenever possible, NH SNAP E&T dually enrolls participants with WIOA organizations to provide access to training opportunities not organic to the E&T program. SNAP E&T and WIOA employment counselors share information monthly to keep each other up to date on participant progress and to revise participant employment plans as needed.

Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

- Yes
- No

Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

The SNAP E&T Program is available to SNAP recipients who are not receiving TANF cash assistance. Those receiving TANF cash assistance access employment services through the TANF work program, known as the

## New Hampshire Employment Program (NHEP).

If TANF cash assistance ends but SNAP benefits remain active, participants are referred to the SNAP E&T Program. Because of similarities in structure and purpose, these individuals can continue progressing in their career or educational pathways while also helping to mitigate the impact of the benefits cliff.

NHEP Employment Counselors are also encouraged to refer friends and family members of their participants, if those individuals are not part of the TANF grant, to the SNAP E&T Program, so they may access workforce development services, if eligible.

While SNAP E&T and NHEP share certain staff resources, such as the Bureau Chief of Employment Supports and the SNAP E&T Program Manager, the two programs differ in funding sources, services offered, forms used, participation requirements, and have separate staff who deliver direct services to participants.

However, both programs share access to key resources such as job search tools, education and training opportunities, labor market information, community supports, job development services, and referral networks.

SNAP E&T participants are also eligible for co-enrollment in the State's Post-TANF Program, which provides additional support to individuals who have exited TANF but are continuing to pursue educational or employment goals. Since SNAP E&T and NHEP share some staffing, the burden of coordinating across programs to eliminate duplication and streamline services can be reduced.

Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

NH SNAP E&T coordinates programming with the following agencies either through referrals or direct communication (email, phone, or mail).

WorkNowNH – WorkNowNH is a program offered by the New Hampshire Department of Employment Security that is available to individuals enrolled in Medicaid, SNAP, or TANF benefits. The program provides support and assistance to qualified individuals to become job-ready and to meet the needs of employers. In addition to providing financial support, the WorkNowNH program also offers case management, referral to community services, job search and job search readiness assistance, referral to education, training and apprenticeship programs, On-the-Job training programs, and direct placement into employment.

WorkReadyNH – WorkReadyNH is a tuition-free workforce development program administered through the NH Community College System and is tailored to meet the needs of job seekers by providing training in the skills employers find valuable. The program provides assessment, instruction, and nationally recognized career readiness certificates.

Apprenticeship Programs – The NH Department of Education (DOE) provides leadership and oversight of related instruction for registered apprentices in the plumbing and electrical trades. Evening classes are offered during the school year, at five high schools around the state. NH DOE oversees only the instruction portion of registered apprenticeships and pre-apprenticeship secondary programs; however, they do not provide services for those who are in search of employment.

Adult Education Services – The NH Department of Education provides classroom instruction, distance learning, and one-on-one tutoring to assist adults with the completion of a high school diploma or equivalent as well as academic skill building for successful transition into postsecondary education, training, and/or employment. Specific programs include Adult Basic Education, English as a Second Language, Adult Learner Services, Integrated Education and Training, Integrated English Literacy and Civics Education, Adult Diploma Program, and HiSET Testing Centers. Services are available across the state and are free or low-cost.

Job Corps – Job Corps is a tuition-free education and training program that connects teens and young adults, ages 16-24 with skills and educational opportunities to establish careers.

Mature Worker Program – The New Hampshire Employment Security (NHES) Mature Worker Program provides tailored and individualized re-employment services, along with training opportunities as needed, to eligible individuals 55 years of age and older. Career Navigators work with program participants to connect them with available job opportunities. Services are available at each of the NH Works offices located across the state. Career Navigators at these sites determine program eligibility and provide barrier assessment and case management services.

NH Works – Through the NH Works System, participants can gain support and/or access to education information and services. Reference books, videos, career projections, employer profiles, newspaper help wanted ads and labor market information are all available in each of the NH Works Job and Information Center libraries.

Senior Community Service Employment Program – The Senior Community Service Employment Program (SCSEP) helps individuals 55 or older return to work by placement in part-time work opportunities in non-profit agencies or public facilities. After acquiring current job skills and recent work experience, they are ready for an unsubsidized job.

Vocational Rehabilitation – New Hampshire Vocational Rehabilitation (NHVR) is a division under the Department of Education (DOE) that helps individuals with disabilities regain economic mobility by securing and retaining employment and developing a lifetime career by providing rehabilitation services. NHVR has five regional offices throughout the state designed to assist individuals who have physical, mental, learning, and emotional disabilities.

# CONSULTATION WITH INDIAN TRIBAL ORGANIZATIONS (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

Did the State agency consult with ITOs in the State?

- Yes
- Yes, but not all ITOs
- No
- There are no ITOs in my State

## UTILIZATION OF STATE OPTIONS

State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

Does the State agency offer an E&T program statewide?

- Yes
- No

Indicate the type of E&T program the State agency operates.

- Mandatory per 7 CFR 273.7(e)
- Voluntary per 7 CFR 273.7(e)(5)(i)
- Combination of mandatory and voluntary

Does the State agency serve the following populations? Select all that apply.

- Applicants per 7 CFR 273.7(e)(2)
- Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii) (B)(7)
- Categorically eligible households per 7 CFR 273.2(j)

Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days?

- Yes
- No

## CHARACTERISTICS OF INDIVIDUALS SERVED BY E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas

### Estimated Participant Levels

Project participation in E&T for the upcoming Federal fiscal year. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal fiscal year.

QUESTION	RESPONSE FIELD
Anticipated number of work registrants	20,916

### State Exemptions

List State exemptions from E&T and the participation, such as individuals to be exempted under each category.

EXEMPTION	TOTAL INDIVIDUALS
Voluntary per 7 CFR 273.7(e)(5)(i)	20,916

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	20,916
Percent of all work registrants exempt from E&T	100.00%

## ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	11,825
Anticipated number of ABAWDs in waived areas of the State	0
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance	0
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	11,825

## E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	144
Total anticipated number of E&T participants	144
Anticipated number of ABAWDs to be served in E&T	22

How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

- Annually
- Bi-annually
- Other

## ORGANIZATIONAL RELATIONSHIPS

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

The following questions are about how the E&T program is structured in your State agency.

Indicate which division within the SNAP State agency is responsible for the E&T program. (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, explain if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

The Bureau of Employment Supports (BES) under the Division of Economic Stability (DES) within the NH Department of Health and Human Stability (DHHS) is responsible for administering New Hampshire's SNAP E&T Program.

State SNAP E&T staff consists of 4 positions, the Program Manager, a Program Specialist, an Employment Counselor Specialist, and a part-time Program Assistant. The Program Manager operates in both a SNAP E&T and TANF capacity. The duties and responsibilities of each position are broadly defined below:

- The Program Manager bears overall responsibility for the E&T program. Duties include policy development, contract development, provider monitoring, and supervision of the Program Specialist and Program Assistant.
- The Program Specialist is responsible for the execution of daily E&T operations and service delivery. Duties include direct service delivery, special projects, pre-referral determinations, and supervision of the Employment Counselor.
- The Employment Counselor Specialist is responsible for direct service delivery to E&T participants and pre-referral determinations.
- The Program Assistant is responsible for data management, special projects, pre-referral determinations, and fielding participant and/or partner inquiries.

How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

The Bureau of Family Assistance (BFA), also under DES, is responsible for certification policy and is co-located with BES at the State Office. BES and BFA share responsibility for several programs, including SNAP E&T, and therefore have a series of recurring monthly integration meetings.

Describe the State's relationships and communication with intermediaries or E&T providers.

The state does not use SNAP E&T intermediaries or providers.

Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T provider.

New information is shared directly, by phone, email, or mail, with relevant partners.

Describe how the State agency, intermediaries, and E&T providers share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

The state utilizes a Secure File Transfer Protocol (SFTP) file to share confidential information, such as eligibility verification and reporting, with partners. Other communication between the State Office and SNAP E&T partners that involves confidential information is conducted over encrypted email.

If the State uses a MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determination, etc.), and whether the system(s) interact with each other.

NH SNAP E&T uses the New HEIGHTS data system to store information for participants working directly with state staff.

New HEIGHTS is used to track the following data:

- Assessments.
- Employment plans.
- Components.
- Scheduling.
- Case notes.
- Participant reimbursements.
- Performance measures.

Describe the State agency's process for monitoring E&T providers' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

The state does not use SNAP E&T intermediaries or providers.

How frequently does the State agency monitor E&T providers' program and fiscal operations?

- Daily
- Weekly
- Monthly
- Quarterly
- Bi-Annually
- Annually
- Other

Explain the frequency at which the State agency monitors E&T providers' program and fiscal operations.

The state does not use SNAP E&T intermediaries or providers.

Describe how the State agency evaluates the performance of providers in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

The state does not use SNAP E&T intermediaries or providers.

How frequently does the State agency evaluate the performance of providers in achieving the purpose of E&T?

- Daily
- Weekly
- Monthly
- Quarterly
- Bi-Annually
- Annually
- Other

Explain the frequency at which the State agency evaluates the performance of providers in achieving the purpose of E&T.

The state does not use SNAP E&T intermediaries or providers.

# SCREENING FOR WORK REGISTRATION

State agency eligibility staff must screen for federal exemptions from work registration, per 7 CFR 273.7(a).

Describe how the State agency screens applicants to determine if they are work registrants.

The New HEIGHTS computerized eligibility system is used to determine participant work registration status during the initial benefit eligibility interview and each subsequent benefit redetermination. New HEIGHTS automatically reports all work registrants each month by exemption status, otherwise not exempted under 7 CFR 273.7(b)(1)) to prevent duplication. This report is called the NRP583RA and ensures that participants are counted as work registrants, no more than once in a Federal Fiscal Year.

New HEIGHTS recalculates work registration status every time a case is run. At a minimum, this would mean at every recertification the status is recalculated. No more than 12 months would pass between work registration status determinations.

How does the State agency work register non-exempt individuals?

Work registration status is calculated automatically by New HEIGHTS each time a benefit eligibility determination is made. The work registration status for each individual in a case can be viewed on the Work Program Status screen and is denoted as Mandatory, Exempt, or Voluntary.

At what point in the certification process does the State agency provide the written explanation of the applicable work requirements? Select all that apply.

- Point of Intake
- Point of Certification
- Reported change in the work registrant status of household members
- Point of Recertification
- State does not provide written explanation

At what point in the certification process does the State agency provide the oral explanation of the applicable work requirements? Select all that apply.

- Point of Intake
- Point of Certification
- Reported change in the work registrant status of household members
- Point of Recertification
- State does not provide oral explanation

## SCREENING FOR REFERRAL TO E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State-specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program.

The basic eligibility screening criteria for participation in NH SNAP E&T are:

- Individuals receiving or applying for SNAP benefits.
- Individuals not receiving TANF/FANF cash benefits. Applying for TANF/FANF does not exempt an individual from screening.
- Individuals 18 years of age or older.
- Individuals who are unemployed or underemployed (working less than 30 hours per week or working and desiring better pay, benefits, etc.)

What information does the State provide to a SNAP recipient to explain SNAP E&T participation criteria?

Individuals who meet the screening criteria are provided with an overview of the program's services, including available participant reimbursements, the next steps required to enroll, and contact information for the program.

How does the State document that the information has been provided?

The results of screening for SNAP E&T are recorded in the case comments related to eligibility interviews or recertifications.

What is the State's model for screening and referral to SNAP E&T? Select all that apply.

- Reverse Referral
- Direct Referral

When does screening for referral to E&T occur? Select all that apply.

- Initial Certification
- Recertification
- Reported change in the work registrant status of households
- Other

Describe the process for screening for direct referral to E&T, including the staff involved.

Individuals with SNAP or applying for SNAP are screened for SNAP E&T and receive a pre-referral decision. Family Services Specialists (FSSs) screen individuals using the provided screening criteria upon reaching the Employment Screen in the New HEIGHTS interview driver flow during initial and redetermination interviews.

Individuals who meet the screening criteria are provided with an overview of the program's services, including available participant reimbursements, the next steps required to enroll, and contact information for the program. FSSs then ask individuals if they would like to learn more about SNAP E&T. The individual's response, yes or no, will factor into their pre-referral decision.

FSSs will record the individual's pre-referral decision in the interview case note as: SNAP E&T: Yes, No, or N/A.

- Yes – Individuals meet the screening criteria and want to learn more.
- No – Individuals do not meet the screening criteria or do not want to learn more.
- N/A – No individual present, e.g. paper rede.

FSSs will select the appropriate response to the SNAP E&T Details question on the Work Programs Screen (SNAP E&T Nudge question) of the New HEIGHTS driver flow when the case is ready to confirm. The interview case comment can be reviewed to locate the correct pre-referral response in the event another FSS confirms the case.

A pre-referral decision does not guarantee enrollment in E&T. It is the responsibility of screened individuals to contact E&T and volunteer to enroll in the program. Individuals who contact E&T will have their pre-referral decision reviewed by SNAP E&T staff operating in an eligibility worker capacity. While operating in an eligibility worker capacity, E&T staff time/effort will be cost-allocated to SNAP Eligibility rather than SNAP E&T. Individuals found appropriate for E&T will be referred to and enrolled in the program.

When does the screening for a reverse referral request occur?

Screening for reverse referral occurs after a partner organization directs an individual to SNAP E&T for evaluation by completing a SNAP E&T Referral Form.

Describe the process for screening during the reverse referral request process, including the staff involved.

Individuals reverse-referred by an E&T partner will be screened for E&T participation by SNAP E&T staff operating in an eligibility worker capacity. Reverse referrals must contain a completed release of information form to be processed. While operating in an eligibility worker capacity, E&T staff time/effort will be cost-allocated to SNAP Eligibility rather than SNAP E&T. SNAP E&T staff will use the same screening criteria used in initial and redetermination interviews, with the assistance of the New HEIGHTS data system.

Individuals found appropriate for E&T will be referred to the program and must be contacted and notified of the referral within 5 business days. If contact is not successful, a second attempt must be made within 5 business days of the first attempt. Referred individuals can be enrolled in E&T at any point in the month they were referred. Should an individual not enroll in the month referred, they must have their eligibility reverified, by E&T staff, before enrolling.

Individuals found not to be appropriate for SNAP E&T will not be referred to the program. These individuals may be referred to a more appropriate partner organization should one be available.

Are participants informed about participant reimbursements before the individual is referred to E&T by eligibility staff?

- Yes
- No

How are participants informed about participant reimbursements?

Participants are verbally informed of participant reimbursements at initial benefit determination interviews, redetermination interviews, E&T program enrollment, and case management activities. Participants also receive written explanations on their Notice of Decisions and SNAP E&T welcome letters.

## REFERRAL TO E&T

In accordance with 7 CFR 273.7(c)(2), in order to participate in SNAP E&T, the State agency must make the referral. The referral method may vary from participant to participant.

What information does the State provide to E&T participants when they are referred? Select all that apply.

- Information about accessing E&T services
- Case Management
- Dates
- Contact information
- Other

How is the referral communicated? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- Emails
- Text Messages
- Other

If the State receives a reverse referral request from an E&T provider, what steps does the State take?

After receiving a reverse referral form from a partner organization, E&T staff acting in an eligibility worker capacity take the following steps:

- Verify the individual's eligibility in the New HEIGHTS data system.
- Notify individuals of their eligibility determination.
- Update state-level data tracking to include eligible individuals.
- Enroll eligible individuals that wish to volunteer for the E&T program.

How does the State communicate to the SNAP participant that they are in SNAP E&T? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- Emails
- Text Messages
- Other

How does the State communicate to the SNAP participant about their rights to receive participant reimbursements? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- Emails
- Text Messages
- Other

How is information about the referral communicated to E&T providers, as applicable?

Referral determinations are communicated to the referred individuals by phone and/or email. Partner organizations are informed of referral determinations by email and/or during regularly scheduled meetings.

How is information about the referral communicated within the State agency?

BES staff can operate in an eligibility worker capacity and therefore do not need to communicate with BFA to complete a SNAP E&T referral.

After referral, what additional steps does the E&T participant take to access the program? Select all that apply.

- Assessment
- Orientation
- Meet with case manager
- Other

# ASSESSMENT

Does the State require or provide an assessment?

- Yes
- No

Who conducts the assessment? Select all that apply.

- State Agency
- E&T Provider
- Self-Assessment
- Intermediary
- Local Office
- Other

When are participants assessed?

Participants are assessed during the intake process before being placed in an E&T component. They may also be reassessed at any point during their participation, as needed.

Describe the assessment. List the tools used in the assessment.

Participant assessments focus on the following areas: education, job skills (including prior work experience), employability, financial literacy, digital literacy, and family barriers. Participants complete assessments either in conjunction with case managers or independently, and then review the results with their case managers. E&T case managers may use the following tools to support the assessment process:

- SNAP E&T Assessment Tool
- [CareerOneStop.org](https://www.careeronestop.org) – Skills Matcher
- Northstar Digital Literacy Assessment
- O\*NET OnLine

Does the assessment result in the completion of an individual employment plan?

- Yes
- No

How are assessment results shared with State agency staff? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- MIS System
- Email
- Other
- Assessment is not shared with State agency staff

How are assessment results shared with E&T providers? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- MIS System
- Email
- Other
- Assessment is not shared with E&T providers

Explain why assessment results are not shared with E&T providers.

New Hampshire does not currently utilize E&T Providers.

How are assessment results shared with E&T participants? Select all that apply.

- Orally
- Electronic Forms
- Physical Forms
- Email
- Other
- Assessment is not shared with E&T participants

Are participants reassessed?

- Yes
- No

When are participants reassessed?

After 12 months of participation or when major changes to an employment plan are required.

How are participants reassessed?

Participants are reassessed using the same methods as the initial assessments; however, the results are evaluated in relation to the participant's progress since the initial assessment. Reassessments are typically more targeted, focusing on specific areas that prompted the reassessment rather than revisiting all areas covered in the original assessment.

## CONCILIATION PROCESS

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

Does the State agency offer a conciliation process?

- Yes
- No

## CASE MANAGEMENT SERVICES

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

What types of E&T case management services will be offered to the participant? Select all that apply.

- Comprehensive Intake Assessments
- Individualized Service Plans
- Progress Monitoring
- Coordination with Service Providers
- Reassessment
- Other

Who delivers the case management services in your State? Select all that apply.

- SNAP State agency
- Local Office(s)
- Intermediary
- E&T Providers

How are case management services delivered in your State? Select all that apply.

- Group Meeting (virtual)
- Group Meeting (in person)
- Individual (virtual)
- Individual (in person)
- Phone
- Text
- Email
- Other

Describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	State E&T staff may contact eligibility staff by phone or email. Due to the nature of the roles, this communication typically occurs at the supervisor level.
How do E&T case managers coordinate with: State E&T staff	State E&T staff also serve as case managers.
How do E&T case managers coordinate with: Other E&T providers	New Hampshire does not currently utilize E&T Providers.
How do E&T case managers coordinate with: Community resources	The primary means of coordination is through the quarterly NH Employment Security Regional Partners meetings.

How does the State agency ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii)?

Case management training is incorporated into onboarding to ensure staff understand expectations and best practices from day one. Case management remains a standing item in partner meetings to promote standardization, continuous improvement, and knowledge sharing across partner organizations. Case management performance is evaluated by an internal monitoring process. Reviews include participant file audits to assess the accuracy and completeness of case notes, employment plans, and documentation of progress. This process reinforces accountability and highlights the critical role of case management in achieving program outcomes.

How do your offered case management services support the participant in the E&T program and provide activities and resources that help the participant achieve program goals?

Case managers connect participants to the right services at the right time to maintain engagement and build momentum. When possible, they execute warm handoffs to training providers, community resources, or support services. Case managers conduct regular follow-ups to assess progress and adjust employment plans as necessary.

How does the SNAP State agency ensure the case management services offered do not act as an impediment to successful participation in E&T?

Case managers are trained to assess individual needs and deliver only those services that directly support the participant's goals. Unnecessary activities are not required. Participants are not directed to complete case management tasks solely to meet procedural checkboxes.

## GOOD CAUSE

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

How does the State agency reach out to the SNAP participant to determine good cause? Select all that apply.

- Phone Call
- Email
- Text Message
- Physical Form

How does the State agency reach out to the employers to determine good cause? Select all that apply.

- Phone Call
- Email
- Text Message
- Physical Form

How does the State agency reach out to E&T providers to determine good cause? Select all that apply.

- Phone Call
- Email
- Text Message
- Physical Form
- MIS System

How many attempts are made to reach out to the SNAP participant for additional information?

- One
- Two
- Three
- More than three

What is the State agency's criteria for good cause?

**Failure to Comply with SNAP Work Requirements:** If an individual has refused or failed to comply with SNAP work requirements, the Department must determine if there was good cause by considering information submitted by the individual and/or by the employer.

Good cause includes circumstances beyond the individual's control, such as, but not limited to:

- Illness.
- Illness of another household member requiring the presence of the individual.
- A household emergency.
- The unavailability of transportation.
- The lack of adequate child care for children who have reached age six but are under age 12.

**Work Registration:** Work registration is an automated process in New HEIGHTS that is determined, at a minimum, at every redetermination.

**SNAP E&T Program:** Participation in the SNAP E&T Program is optional so good cause reasons for failure to participate in the voluntary program are not applicable.

**Workfare Program:** New Hampshire does not operate a Workfare program so good cause reasons are not applicable.

**Employer Referral:** New Hampshire does not refer individuals directly to employers so good cause reasons are not applicable.

**Voluntary Quit/Accept Suitable Job Offer:** An individual who is registered to work is subject to the voluntary quit requirement and must accept a suitable job if offered one. The criteria for determining whether a job offer is suitable is the same as determining if an individual had good cause to voluntarily quit.

Good cause for a voluntary quit exists when circumstances beyond the individual's control prevent the individual from accepting or keeping a job. The following are the acceptable good cause reasons:

- Illness; illness of another household member requiring the presence of the member; a household emergency; the lack of transportation, or the lack of adequate childcare for children who have reached age six but are under age 12.
- Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin, or political beliefs.
- Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule.
- Acceptance of employment by the individual, or enrollment by the individual in any recognized school, training program, or institution of higher education on at least a half-time basis that requires the individual to leave employment.

- Acceptance by any other household member of employment, or enrollment at least half-time in any recognized school, training program, or institution of higher education in another county or similar political subdivision which requires the household to move and, thereby, requires the individual to leave employment.
- Resignations by persons under the age of 60 which are recognized by the employer as retirement.
- Resigning from a job that becomes unsuitable after the acceptance of such employment. Employment is considered suitable unless:
  - o The wage offered is less than the highest of the applicable Federal minimum wage, the applicable State minimum wage, or eighty percent (80%) of the Federal minimum wage if neither the Federal nor the State minimum wage is applicable.
  - o The employment offered is on a piece-rate basis and the average hourly yield the employee can reasonably be expected to earn is less than the applicable hourly wages specified above.
- Acceptance of a job offer of more than 30 hours a week or in which the weekly earnings are equivalent to the Federal minimum wage multiplied by 30, that because of circumstances beyond the individual's control, subsequently either does not materialize or results in employment of less than 30 hours a week or weekly earnings of less than 30 multiplied by the Federal minimum hourly wage, or training wage if the individual is subject to the training wage.
- Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another, such as migrant farm labor or construction work. There may be some circumstances where households apply for Food Stamp benefits between jobs particularly in cases where work may not yet be available at the new job site. Even though employment at the new site has not actually begun, the quitting of the previous employment must be considered as with good cause if it is part of the pattern of that type of employment.

The State defines Voluntary Quit as: Any individual in a household has voluntarily quit a job when within 30 days before application or at any time while receiving benefits, that individual:

- Voluntarily and without good cause, quits a job of 30 hours a week or more.
- Leaves employment unannounced.
- Does not return to work.
- Reduces his or her work effort voluntarily and without good cause, and, after the reduction, is working less than 30 hours per week.

Voluntary quit procedures do not apply to individuals who:

- End self-employment.
- Resign a job at the employer's demand.
- Are currently on strike.
- o Exception: Any local, state, or federal government employee who loses their job because of participation in a strike is considered to have voluntarily quit.
- Are exempt from work registration requirements
- o Exception: Individuals exempt from work registration due to employment of 30 hours per week, or due to weekly earnings that equal or exceed 30 times the federal minimum wage, are not exempt from voluntary quit policy.

For voluntary quit purposes, a job must involve either of the following:

- 30 hours or more per week.
- Weekly earnings of at least 30 multiplied by the Federal minimum wage, or by the training wage if the individual is subject to it.
- o Exception: If the individual reduces his or her work hours to less than 30 a week but continues to earn weekly wages that exceed the Federal minimum wage multiplied by 30 hours, the individual remains exempt from Program work requirements, and the individual is not considered to have voluntarily quit his or her job

Describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

NH SNAP E&T is not factored into the determination of good cause.

## PROVIDER DETERMINATIONS

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

Describe the process used by E&T providers to communicate provider determinations to the State agency.

New Hampshire does not currently utilize E&T providers.

Describe how the State agency notifies clients of a provider determination.

New Hampshire does not currently utilize E&T providers.

What is the timeframe for contacting clients after receiving a provider determination?

- 1-3 Days
- 4-7 Days
- 8-10 Days

# DISQUALIFICATION POLICY FOR GENERAL WORK REQUIREMENTS

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(2), (3), and (4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

- 30 Days
- 60 Days

For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

- Yes
- No

For the first occurrence of non-compliance per 7 CFR 273.7(f)(2), the individual will be disqualified until the later of:

- One month or until the individual complies, as determined by the State agency
- Up to 3 months

For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

- Three months or until the individual complies, as determined by the State agency
- Up to 6 months

For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

- 6 months or until the individual complies, as determined by the State agency
- A date determined by the State agency
- Permanently

The State agency will disqualify the:

- Individual
- The entire household if the head of household is an ineligible individual

## PARTICIPANT REIMBURSEMENTS

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

QUESTION	RESPONSE FIELD
Estimated number of E&T participants to receive participant reimbursements	30
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	5
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	25
Percentage of participants expected to receive reimbursements	20.83%
Estimated budget for E&T participant reimbursements in upcoming FY	\$40,000.00
Estimated budget per participant in fiscal year	\$1,333.33
Estimated number of E&T participants to receive participant reimbursements per month	5
Estimated budget of participant reimbursements per E&T participant per month	\$666.67

# PARTICIPANT REIMBURSEMENT DETAILS

Complete the table below with information on each participant reimbursement offered/permited by the State agency (do not indicate information for each provider). A description of each category is included below. If the participant reimbursement is provided by multiple entities (such as State agencies and E&T providers) or has multiple methods of payment, a separate entry in the table must be completed.

- **Allowable Participant Rebursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, or an intermediary. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **What is the payment method for Participant Reimbursements?** Indicate the mechanism used to disburse payment to E&T participants.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement in advance or as a reimbursement. Also indicate if the amount of the participant reimbursement is an estimated amount or the actual amount.

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Books & Supplies	Up to \$575 per year shared with all categories expect Transportation	SNAP State Agency	Direct payment to participant	Reimbursement of the actual amount
Computer & Technology	Up to \$575 per year shared with all categories expect Transportation	SNAP State Agency	Direct payment to participant	Reimbursement of the actual amount
Dependent Care Registration fees	Up to \$575 per year shared with all categories expect Transportation	SNAP State Agency	Direct payment to participant	Reimbursement of the actual amount
HiSET/GED Testing Fees	Up to \$575 per year shared with all categories expect Transportation	SNAP State Agency	Direct payment to participant	Reimbursement of the actual amount

License & Training fees	Up to \$575 per year shared with all categories except Transportation	SNAP State Agency	Direct payment to participant	Reimbursement of the actual amount
Other/Misc. (directly related to participation in an approved component)	Up to \$575 per year shared with all categories except Transportation	SNAP State Agency	Direct payment to participant	Reimbursement of the actual amount
Tools & Equipment	Up to \$575 per year shared with all categories except Transportation	SNAP State Agency	Direct payment to participant	Reimbursement of the actual amount
Transportation	\$100 per month	SNAP State Agency	Direct payment to participant	Reimbursement of the actual amount
Vehicle Registration/Repair	Up to \$575 per year shared with all categories except Transportation	SNAP State Agency	Direct payment to participant	Reimbursement of the actual amount

Is dependent care provided? Select yes even if E&T funds are not being used.

- Yes
- No

Provide a URL link or describe in a written response: the payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) based on local market rate surveys.

<https://www.dhhs.nh.gov/sites/g/files/ehbemt476/files/documents2/bcdhsc-form-2533.pdf>

[https://www.dhhs.nh.gov/fam\\_htm/html/937\\_reimbursement\\_rates\\_fam.htm](https://www.dhhs.nh.gov/fam_htm/html/937_reimbursement_rates_fam.htm)

How is childcare paid for?

- Direct payment to provider
- Reimbursement to participants
- Provider voucher
- Contract for dependent care
- Other

If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

If a participant is placed on a childcare waiting list, they will be referred to Child Care Aware of NH to assist in locating an available slot with a different provider.

How does the State agency ensure that the participant has the necessary participant reimbursements to begin participation in the E&T program?

Barrier assessment is conducted during intake. Barriers that impede participation are prioritized and addressed first.

## WORK REGISTRANT DATA

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet a federal exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report (FNS-583).

Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1).

The State uses the New HEIGHTS data management system to calculate the number of work registrants. New HEIGHTS determines both the total number of work registrants in an FFY and the number of work registrants each month. This information is made available through the New HEIGHTS report NRP583RA.

Provide information about how work registrant data is pulled from the eligibility system, including the date the data is pulled.

Work registration data is pulled from New HEIGHTS, which tracks an individual's registration status (Mandatory vs Exempt) and the work program category they are in (SNAP, NSWF, NHEP). The system then generates an unduplicated count of eligible adults who are open for SNAP and have a Work Registration Status of Mandatory. This report runs at the beginning of each month to calculate the data from the previous month.

How are work registrants identified in the eligibility system?

Individuals are identified by a set of predefined rules within New HEIGHTS based on SNAP work registration requirements and exemptions from SNAP work requirements.

Describe measures taken to prevent duplicate counting of work registrants within the federal fiscal year.

The NRP583RA report is designed to produce an unduplicated count of eligible adults who are open for SNAP and have a Work Registration Status of Mandatory. An individual is only reported once per Federal Fiscal Year (Oct – Sept). For example, if an individual was counted in October, they would not be counted again in November, even if they still meet the criteria.

# OUTCOME REPORTING MEASURES

Indicate the data source used for the national reporting measures. Select all that apply.

Outcome Reporting Measures	Employment & Earnings Measures	Attainment of Credential / Certificate	Measurable Skill Gains
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Directory of New Hires (NDNH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Management Information System (MIS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual Follow-up with SNAP E&T Participants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Random Sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the data source used for the State-specific component measures. Select all that apply.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System (MIS)
- Manual Follow-up with SNAP E&T Participants
- Random Sample

Indicate the MIS used (e.g. SNAP eligibility system, State's Department of Labor MIS.)

New HEIGHTS - SNAP eligibility system.

Indicate the methods used to manually follow up. Select all that apply.

- Verbal Contact
- Physical Forms
- Text
- Email

Describe the process for manual follow up.

Participant performance information and verification are requested using the participant's last reported preferred method of communication, phone or email. If the participant does not respond, case managers will use alternate methods, including phone, email, and mail, to ensure contact is made.

## COMPONENTS OVERVIEW

Which non-education, non-work components does the State agency plan to offer? Select all that apply.

- Job Retention
- Job Search Training
- Self-Employment Training
- Supervised Job Search
- Workfare

Which educational components does the State agency plan to offer? Select all that apply.

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- English Language Acquisition
- Integrated Education and Training / Bridge Programs
- Other Educational Program
- Work Readiness Training

Which work experience components does the State agency plan to offer? Select all that apply.

- Work Activity
- Work-Based Learning

## NON-EDUCATION, NON-WORK COMPONENT: JOB RETENTION

Description of the component. Provide a summary of the activities and services.

For individuals who received SNAP in the month of or the month before beginning new employment, JR services will be made available. JR services will include case management, job coaching, and participant reimbursements. Job coaching refers to skill development geared to keeping a job once obtained rather than finding a new job. This might include proper call-out procedures, how to self-advocate in different environments, or managing the tension between personal and work life.

JR services will be available for a minimum of 30 days to a maximum of 90 days. After 90 days of participation, participants must be disenrolled from the JR component. Once enrolled, individuals can continue to receive JR services even if their SNAP benefits have closed. Participants will have the option to end participation in JR at any time before the 90th day at their request.

Successful completion of JR is defined as an individual maintaining employment with the same employer through the end of the JR period.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Those that reside in rural areas
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Individuals must have received services in at least one other E&T component before securing employment.

Individuals with current employment may participate in JR if they received services in at least one other component before securing new employment, e.g. taking a second job, or leaving the current position for a position of greater pay/responsibility.

There is no limit to the number of times an individual may receive JR services if the individual has re-engaged with E&T before obtaining new employment.

Individuals leaving SNAP can still receive up to 90 days of JR unless they are leaving SNAP due to a disqualification per § 273.7(f) or § 273.16.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

30

Estimated Annual Component Administrative Cost

\$84,478.00

# NON-EDUCATION, NON-WORK COMPONENT: JOB SEARCH TRAINING

Description of the component. Provide a summary of the activities and services.

Case managers assist with JST by reviewing participants' career portfolio materials, which include but are not limited to resumes, cover letters, and sample applications. Case managers will offer recommendations for improvement and assistance with tailoring materials to the desired career path where necessary. Case managers will help participants create a career portfolio should one not be available.

Participants will be guided through the career exploration process, which includes but is not limited to career research using O\*NET Online or similar resources, examining career pathways/progression, and seeking out informational interviews with members within the field of interest. Participants will be trained in interview techniques, utilizing mock interviews as a readiness strategy.

Participants may be directed to the services available at NHES including portfolio workshops, NH Job Match System (JMS), Workforce Connect, and My Next Move. Participants may also be directed to the Work Ready NH program administered by the Community College System of NH.

Successful completion of JST is defined as the completion of a career portfolio consisting of, at a minimum, a resume and cover letter tailored to the participant's desired career path and at least one career exploration of a high-wage or high-demand occupation in NH.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Those that reside in rural areas
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Participants will need to demonstrate sufficient reading proficiency, math proficiency, and digital literacy needed to navigate the NH Job Match System (JMS) as well as online career research resources such as O\*NET Online.

Participants need to attest to having adequate transportation of their own or attest to having sufficient

knowledge of how to obtain transportation. E.g. having a car or access to a car; or understanding of the local public transit system and a willingness to use it.

Participants need to attest to having adequate dependent care or to have sufficient knowledge of how to obtain dependent care. E.g. already having dependent care or awareness of local dependent care services and the willingness to use them.

Case managers determine participants' level of readiness based on participant interview(s) and assessments.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

50

Estimated Annual Component Administrative Cost

\$281,595.00

# NON-EDUCATION, NON-WORK COMPONENT: SUPERVISED JOB SEARCH

Provide a summary of the State guidelines implementing supervised job search.

New Hampshire's Supervised Job Search component includes the following activities: assessment, case management, outreach (such as efforts to re-engage participants who have shown signs of disengaging from the program), case monitoring, documentation review, reimbursement authorizations, and resource referrals. Communication with participants is documented in the New HEIGHTS computer system or provider-specific case management system.

New Hampshire's SJS component enables case managers to get a comprehensive picture of a participant's job-searching strengths and areas of need. Case managers review participant activity logs and provide qualitative and quantitative feedback to help improve participants' job search performance. Case managers provide participants with additional resources and referrals as they become available and when participants require assistance in better targeting their SJS activities to their stated goals.

Program duration is dependent upon individual participation. If no contact is made for 90 days the participant is closed out of the SNAP E&T Program.

New Hampshire uses a combination of physical and virtual/online resources for approved locations for SJS. Any job fair or job board hosted by a state agency partner, such as a job fair hosted by New Hampshire Employment Security or a job posting found on the New Hampshire Job Match System are considered acceptable locations for SJS activities. These locations are considered acceptable as they have already been vetted for quality control as part of their introduction into the State's workforce development system.

For third-party locations to be considered acceptable locations for SJS activities, they must meet at least one of the criteria below, this list is not exhaustive:

- Creditable and/or industry-recognized job boards, such as [Indeed.com](https://www.indeed.com) or [USAJOBS.gov](https://www.usajobs.gov).
- Physical or online resource activity linked to a State workforce development partner, such as WIOA Adult/Youth or Vocational Rehabilitation.
- Physical or online resources offered directly by an employer, e.g. an employer-run job board or employer-run recruiting event.

Case managers will conduct periodic spot checks of activity logs to verify the accuracy of the information provided. Suspicious activity log entries such as repetitive copy-and-paste activities or inflated mileage and/or duration will also be verified.

Successful completion of SJS is defined as an individual entering new employment while enrolled in SJS or accepting a position of higher pay/authority if already employed.

Describe the direct path to employment.

All participants are assessed at the time of enrollment. Case managers evaluate the participant's prior work experience, transferable skills, employability skills, financial literacy, digital literacy, and barriers to employment.

This information enables case managers to address participant job search needs before beginning SJS. Continued case management and program outreach enable case managers to refine the SJS approach taken

during participation.

Participants are provided direct supervision to monitor progress through regular phone/digital/in-person communication. Job searching activities, such as, internet reviews of job postings, visiting potential employers, submitting job applications and resumes, networking at job fairs, and participating in interviews, are supervised through the monitoring of activity logs and authorization of mileage reimbursements.

Indicate the Target Population this component will serve. Select all that apply.

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- Single parents
- Students
- Those that reside in rural areas
- Underemployed
- Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Participants should have demonstrated knowledge of resumes, cover letters, and employment portfolio development. Participants should have digital literacy commensurate with their employment goals. At minimum the demonstrated ability to utilize a computer and conduct an internet job search.

Participants need to attest to having adequate transportation of their own or attest to having sufficient knowledge of how to obtain transportation. E.g. having a car or access to a car; or understanding of the local public transit system and a willingness to use it.

Participants need to attest to having adequate dependent care or to have sufficient knowledge of how to obtain dependent care. E.g. already having dependent care or awareness of local dependent care services and the willingness to use them.

Case managers determine participants' level of readiness based on participant interview(s) and assessments.

Will this component be offered statewide?

- Yes
- No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

20

Estimated Annual Component Administrative Cost

\$197,116.00

## CONTRACTS OVERVIEW

The State agency must enter every contract or third-party partner. Additionally, the State agency must report if an intermediary directly holds subcontracts with employment and training providers for the delivery of SNAP E&T services. The table below summarizes overall information across all contracts.

Total Number of Contracts + Subcontracts	Total Participants to be Served by Contracts	Total Admin Costs	Total Participant Reimbursement Costs	Total Budget
0	0	\$0.00	\$0.00	\$0.00

# WBL PROGRAMS OVERVIEW

State agencies must report on each provider that plans to offer a Work-based Learning (WBL) component, whether it is unsubsidized or subsidized by SNAP E&T funds.

## OPERATING BUDGET

The regulations at 7 CFR 273.7(c)(6) outline State agencies must include an operating budget for the year. Complete all cost categories, as applicable. Note that the cost categories, outside of the contractual or county administered program line items, apply only to the State agency costs. The calculated values will automatically display upon selecting the Quick Save button.

### Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$0.00	\$212,437.00	\$212,437.00

List Full Time Equivalent (FTE) staff positions, percentage of time spent on the project, and average annual salary of each position. Example: E&T Manager - \$60,000 \* .50 FTE = \$30,000; 5 E&T Counselors = \$25,000 \* 1.00 FTEs \* 5 = \$125,000.

3 FT Salary Total = \$194,470 @ 100% = \$194,470  
 1 PT Salary Total = \$17,697 @ 100% = \$17,967

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$0.00	\$0.00	\$0.00

Explain how fringe benefits are calculated and clearly explain how the amount listed was determined. If charging fringe benefits to the E&T program, provide the approved fringe rates.

Fringe Benefits are included as part of the Indirect Costs - Using Federally Approved Cost Allocation Plan.

3 FT Fringe total = \$107,408 @ 50% = \$53,704  
 1 PT Fringe total = \$4,030 @ 50% = \$2,015

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$0.00	\$0.00	\$0.00

Describe non-capital equipment and supplies to be purchased with E&T funds.

Non-capital equipment expenses are included as part of the Indirect Costs - Using Federally Approved Cost Allocation Plan.

Cell phones (x3) = \$2,200 @ 50% = \$1,100  
 Miscellaneous equipment \$4,000 @ 50% = \$2,000

Cell phones are used to provide E&T staff with internet/email access and for use in emergencies when traveling.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Materials	\$0.00	\$0.00	\$0.00

Describe materials to be purchased with E&T funds.

N/A

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Travel	\$0.00	\$0.00	\$0.00

Describe the purpose and frequency of staff travel charged to the E&T program. This should not include E&T participant reimbursements for transportation. Include planned staff training and registration costs for training that will be charged to E&T funds.

Travel expense are included as part of the Indirect Costs - Using Federally Approved Cost Allocation Plan.

Mileage = \$6,000 @ 50% = \$3,000  
 Conferences= \$20,000 @ 50% = \$10,000

Mileage covers in-state travel to functions such as regional workforce development meetings, Provider monitoring visits, etc. This is a recurring monthly expense.

Conferences covers travel to out of state conferences or training events such as, SNAP E&T National Forum, APHSA conferences, site visits to regional partners, etc. Estimation for 2 staff to attend 2 events per year.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Building Space	\$0.00	\$0.00	\$0.00

Explain how building space is calculated and clearly explain how the amount listed above was determined. If charging building space to the E&T program, describe the method used to calculate space value.

Building space is not being charged to the E&T program.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Equipment and other capital expenditures	\$0.00	\$0.00	\$0.00

Describe equipment and other capital expenditures over \$5,000 per item that will be charged to E&T funds. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)

N/A
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	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Subtotal / State Agency Costs Only	\$0.00	\$212,437.00	\$212,437.00
Contractual Costs	\$0.00	\$0.00	\$0.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$0.00	\$212,437.00	\$212,437.00

## Indirect Costs - Using Indirect Cost Rate

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Indirect Costs	\$0.00	\$0.00	\$0.00

Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the contingent agency, upload the approval letter.

## Indirect Costs - Using Federally Approved Cost Allocation Plan

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Federally Approved Cost Allocated Costs - State agency only	\$175,376.00	\$175,376.00	\$350,752.00
County Administered Allocated Costs (only applicable to County Administered Programs)	\$0.00	\$0.00	\$0.00
Total Allocated Costs based on Cost Allocation Plan	\$175,376.00	\$175,376.00	\$350,752.00

## In-kind Contribution

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$175,376.00	\$387,813.00	\$563,189.00

## Participant Reimbursements

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Dependent Care	\$5,000.00	\$5,000.00	\$10,000.00
Transportation & Other Costs	\$15,000.00	\$15,000.00	\$30,000.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$20,000.00	\$20,000.00	\$40,000.00

## Total Costs

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Total Cost	\$195,376.00	\$407,813.00	\$603,189.00

## FUNDING SOURCES

Fields for the Funding Sources section will populate from other sections, such as the Operating Budget section or annual allocations decided by FNS OET.

The system will provide the States 100 percent allocation as well as the target for the total 50/50 funds, as provided in the annual E&T final allocation memo.

State agencies may enter funds into the field "100 Percent Federal Grant - Additional Funds" for planning purposes. This field must be blank before initial submission. State agencies that wish to request additional 100% funds can do so via the Funding Requests tab. If the request is approved, State agencies will see the approved amount populated in this field, and a new State Plan Amendment must be submitted.

The system utilizes a formula that distributes administrative costs to the various funding sources (i.e. 100 percent Federal, 50 percent Federal Admin and 50 percent Non-Federal Admin.) The formula also establishes a funding hierarchy for the use of all available 100 percent Federal funds. This funding hierarchy will assign the planned administrative expenses against the regular 100 Federal grant first, then depending upon availability, against additional 100 percent funds, able-bodied adults without dependents (ABAWD) pledge funds, if applicable. Any planned costs over the available 100 percent funds will be evenly distributed against the 50 percent Admin funds.

The planned expenses shown for the field "100% Federal Grant" will be inclusive of the formula allocation, as well as any additional Federal funds approved. Fields in the column "Distribution of Planned Expenses" are populated from the planned expenses table. States can use this table to extrapolate figures, but cannot submit the form until 100% of Federal additional funds under the "Allocation or Target" column has been removed.

## SNAP Employment and Training Funding Sources

Source Type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	\$212,437.00	\$212,437.00	\$0.00	100.00%
Federal	100 Percent Federal Grant - Additional Funds	\$0.00	\$0.00	\$0.00	-
Federal	ABAWD Pledge Grant		\$0.00	\$0.00	-
Federal	Total - All 100 Percent Funds	\$212,437.00	\$212,437.00	\$0.00	-
Federal	50 Percent Administrative	-	\$175,376.00	-	-
Non-Federal	50 Percent Administrative	-	\$175,376.00	-	-
Federal	50 Percent Participant Reimbursements	-	\$20,000.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$20,000.00	-	-
Federal	Total 50 Percent Federal Target	\$165,642.00	\$195,376.00	\$29,734.00	-
<b>Total</b>	All Sources	\$378,079.00	\$603,189.00	-	-

## Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$212,437.00	\$212,437.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$175,376.00	\$175,376.00	\$350,752.00
50 Percent Dependent Care	\$5,000.00	\$5,000.00	-
50 Percent Transportation/Other	\$15,000.00	\$15,000.00	-
50 Percent Total Participant Reimbursements	\$20,000.00	\$20,000.00	\$40,000.00
Total 50 Percent Funds	\$195,376.00	\$195,376.00	\$390,752.00
<b>Total</b>	<b>\$195,376.00</b>	<b>\$407,813.00</b>	<b>\$603,189.00</b>

## PLEDGE TO SERVE ALL ABAWDs

The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or welfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g).

Is the State agency pledging to offer qualifying activities to all ABAWDs subject to the criteria under 7 CFR 273.7(d)(3)(i)?

- Yes
- No